

**I. PURPOSE:**

This Administrative Directive outlines the Train-the-Trainer program, which includes the application process and program requirements. This directive does not apply to uniformed Police and Fire employees under any applicable collective bargaining agreement.

**II. POLICY:**

The City commits to ensure that employees are properly trained on various subject matter that will create a more positive and productive workplace. The City recognizes that many City staff possess special talents and skills that can assist in achieving our effective workplace goals. The Train-the-Trainer program is an opportunity for the City to develop a talented group of employees to serve as City Trainers for various city-wide and departmental training initiatives.

**III. DEFINITIONS:**

City-wide training initiative course: any course that the Human Resources Department approves as training that would qualify for this program.

City Trainer: a full-time, permanent City employee who has been selected by the Human Resources Department to participate in the Train-the-Trainer program. All trainers must successfully complete Human Resources designed training and fulfill all training requirements of the program.

**IV. POLICY GUIDELINES:**

- A. A City Trainer must conduct six (6) citywide training initiative courses during the course of a fiscal year, as well as any intradepartmental training that is requested by a trainer's respective department.
- B. A City Trainer shall provide training documentation to Human Resources, including but not limited to the following: a class sign-in sheet, course location, training timeframe, and course evaluations.
- C. A City Trainer who complies with all program requirements shall receive a monthly stipend determined by the Human Resources Department.
- D. A City Trainer's department director or the Human Resources Director reserves the right to terminate the trainer's participation in the program.
- E. The Human Resources Director reserves the right to make revisions to the trainer program, including training recertification, as necessary.

**V. RESPONSIBILITIES:****A. Human Resources Department:**

1. Advertise and coordinate the Train-the-Trainer program.
2. Coordinate the Train-the-Trainer program's application and selection process to include the oversight of an interview process for each applicant.
3. Notify employees and department directors of selected participants.
4. Advertise and coordinate City-wide training initiative courses and provide support for the trainers and the courses.

**B. Department Directors:**

1. Promote the Train-the-Trainer program within their respective departments.
2. Submit approved Train-the-Trainer applications to the Human Resources Department by stipulated application deadline.
3. Allow selected participants to attend all required courses and to provide the required training.
4. Provide support for City-wide training initiative courses by assisting in the coordination of facilities and materials.

**C. City Trainers:**

1. Comply with application process and, if selected, all requirements of the Train-the-Trainer program, as specified by the Human Resources Department, within required application period.
2. Forward necessary training documentation for citywide initiative courses, requested by the Human Resources Department, within seven (7) working days of training date.
3. Track intradepartmental training according to the trainer's own department guidelines.


**VI. PROCEDURES:**

1. Employees must complete their application and obtain the approval and signatures from their immediate supervisor and department director.

Effective Date: October 1, 2005

2. The Human Resources department will coordinate application review and selection process.
3. Employees selected for the program must successfully complete the required Human Resources Department-approved Train-the-Trainer courses before serving as a City Trainer.

**This directive supersedes all previous correspondence on this subject. Information and/or clarification may be obtained by contacting the Human Resources Department at 207-4397.**



Sharon De La Garza, Human Resources Director

10/11/05

Date

Approved by:




Frances A. Gonzalez, Assistant City Manager

10/13/05

Date

Approved by:



J. Rolando Bono, City Manager

10/27/05

Date